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INSTITUTE  
*of* MUSEUM  
*and* LIBRARY  
SERVICES

# 2000 NATIVE HAWAIIAN LIBRARY SERVICES

*Grant Application  
and Guidelines*

*Application Deadline:*

May 1

*For information, call*

*IMLS: (202) 606-5227*

# Native Hawaiian Library Services

CFDA NO. 45 • 311

## GRANT APPLICATION AND INFORMATION

FISCAL YEAR 2000

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### WHAT IS IMLS?

The Institute of Museum and Library Services (IMLS), an independent agency within the Executive Branch, was established by Act of Congress in 1996 to improve museum, library and information services. Within IMLS, the Office of Museum Services was established to encourage and assist museums in modernizing their methods and facilities so that they may be better able to conserve our cultural, historic, and scientific heritage; and to ease the financial burden borne by museums as a result of their increasing use by the public. The Office of Library Services was established to consolidate Federal library programs, to stimulate excellence and promote access to resources in all types of libraries for individuals of all ages, to promote library services that provide access to information through electronic networks, to provide linkages among and between libraries and to promote targeted library services to people of diverse backgrounds and abilities.

IMLS provides support to all types of libraries through grants to States and through discretionary programs. IMLS is the only Federal agency that provides general operating support for museums of all disciplines. For many museums, IMLS is the only source of Federal support. The National Museum Services Board, a Presidentially-appointed body of fifteen voting members advises the Director on program policies for the Office of Museum Services. The National Commission on Libraries and Information Science, a Presidentially-appointed body of fifteen voting members advises the Director on program policies for the Office of Library Services.

### FOR MORE INFORMATION CALL OR WRITE:

Institute of Museum and Library Services  
1100 Pennsylvania Avenue, NW  
Washington, DC 20506  
(202) 606-5227

E-mail: [imlsinfo@imls.gov](mailto:imlsinfo@imls.gov)  
Web site: <http://www.imls.gov/>  
TTY (for hearing-impaired people): (202) 606-8636

Visually or learning disabled people may obtain assistance in acquiring a cassette recording of this or any other IMLS grant information and guidelines booklet by contacting IMLS.

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### BURDEN ESTIMATE AND REQUEST FOR PUBLIC COMMENTS

The time required to complete this information collection is estimated to average two hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information collection. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Institute of Museum and Library Services, 1100 Pennsylvania Avenue, NW, Room 510, Washington DC 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3137-0001), Washington, DC 20503.



INSTITUTE  
of MUSEUM  
and LIBRARY  
SERVICES

Dear Colleague:

It is a pleasure to present the guidelines for the FY 2000 Institute of Museum and Library Services Native Hawaiian Library Services grant. IMLS will award a single grant under these guidelines to an organization that primarily serves and represents Native Hawaiians. This booklet contains the application forms and instructions needed to prepare and submit an application.

The Museum and Library Services Act of 1996 provides funding for libraries to bring information to people in new and interesting ways. The Act is designed to ensure that library service is accessible to all and that libraries can make maximum use of technology to improve their services. IMLS grants will help libraries bring people the information they want and need in the most effective ways possible.

Grant funds may be used to promote electronic linkages and electronic networks; to enable libraries to establish consortia and share resources, including computer systems and telecommunications technologies; and to improve services to persons having difficulty using a library and other underserved populations.

We believe that library services to Native Hawaiians will be enhanced by this opportunity for federal funding. We welcome comments from the library community as well as from the user communities who are the beneficiaries of these services.

Sincerely,

Beverly Sheppard  
Acting Director



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## part 2

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## **GUIDELINES**



## Eligibility

A Native Hawaiian Library Services Grant is available to private not-for-profit organizations that primarily serve and represent Native Hawaiians (as the term is defined in section 9212 of the Native Hawaiian Education Act (20 U.S.C. 7912)). The term “Native Hawaiian” means an individual whose ancestors were natives prior to 1778 in the area which now comprises the State of Hawaii (as defined in section 9212 of the Native Hawaiian Education Act (20 U.S.C. 7912)).

## Use of Funds

Funds may be used to support library services to the Native Hawaiian community, to enhance existing library services or to implement new library services, particularly as they relate to:

- establishing or enhancing electronic linkages among or between libraries;
- electronically linking libraries with educational, social, or information services;
- assisting libraries in accessing information through electronic networks;
- encouraging libraries in different areas, and encouraging different types of libraries, to establish consortia and share resources;
- paying costs for libraries to acquire or share computer systems and telecommunications technologies; and
- targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line.

Funds may be used for such costs as salaries for library personnel, planning and needs assessments, inservice training of library personnel, library materials (including books, journals, electronic resources and equipment), library supplies, telecommunication services and equipment and fees for participation in networks and consortia that provide the library with direct services. No more than 20% of the granted funds may be used for indirect costs unless the applicant has a current, Federally-negotiated indirect cost rate. That rate must be in effect as of the beginning of the grant period, which is October 1, 2000. The rate that is in effect as of the beginning of the grant period shall remain in effect for the duration of the grant period.

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**LIMITS ON  
USE OF  
FUNDS**

Grant funds may not be used for construction, contributions to endowment funds, social activities, ceremonies, entertainment, or pre-grant costs. Government-wide cost principles apply.

## Long Range Plan

An applicant is expected to submit with the application a Long Range Plan for library services, including projected interactions with other community organizations



and schools, covering no less than three years. The plan submitted in 2000 would be for the years 2001 to 2003.

“Long Range Plan” means a plan identifying community needs and outlining goals, objectives, and activities responding to those needs. The plan should include a description of an evaluation process to demonstrate progress toward goals and objectives.

## **Grant Period**

Funds must be expended within the one-year grant period. The grant period begins October 1, 2000 and ends no later than September 30, 2001. A no-cost extension to the grant period may be requested from the Director of IMLS.

## **Amount of Grant**

The estimated amount of the Native Hawaiian Library Services Grant is \$374,000. Grants will be made in September 2000 from FY 2000 funds.

## **Maintenance of Effort**

Any organization receiving a Native Hawaiian Library Services Grant must expend the same amount for library services, exclusive of the grant amount, during the grant period that was expended in the 12-month period immediately preceding the grant period.

## **Notification of Grant**

No information about the status of an application will be released until all applications have been reviewed and all negotiations are concluded. IMLS will notify applicants of final decisions in July 2000.

## **Payment, Accounting, and Reporting Procedures**

A Federal accounting office handles the payment of Native Hawaiian Library Services Grants. Grant recipients may request cash advances or reimbursements as needed during the project period. Payments are made electronically.

IMLS requires grant recipients to maintain a restricted account for funds received during the grant period. They do not need to maintain a separate bank account for IMLS funds; however, they must establish and maintain a separate accounting category within an internal accounting system to show that IMLS funds have been used for grant costs only. This restricted accounting record must be adequate to satisfy normal auditing procedures. Grants are subject to the provisions of Office of Management and Budget audit requirements.

Grant recipients may be required to submit one or more interim performance reports; they are required to submit a final performance report and a final financial report. Interim reports must be submitted within 30 days of the end of each six-month period. Final performance and financial reports must be submitted within 90 days of the close of the grant period. IMLS will provide report forms and instructions.

## Preparing the Application

An application requesting support through the Native Hawaiian Library Services Grant program of the IMLS should include the following materials organized in the order listed:

1. Face Sheet
2. Narrative
3. Spending Plan
4. Proof of Not-for-Profit Status
5. Proof of Native Hawaiian Status and Eligibility
6. Signed Assurances Form
7. Attachments

The applicant must submit one original [with original signature(s) of authorizing official(s)] and six copies of the entire application, plus two additional copies of the face sheet. Applicants are requested to submit an electronic copy of the face sheet and the narrative on a 3.5 inch diskette formatted as a text (.txt) file (formatting of the face sheet need not be replicated). No submitted application materials will be returned.

## Components of the Application

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### FACE SHEET

The face sheet is provided as page 2.3 of the Application Materials. Use or replicate this form.

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### NARRATIVE

The narrative should describe how the activities funded by a Native Hawaiian Library Services Grant will improve ongoing library services or how they will establish new library services and how they will accomplish the goals of LSTA. The narrative should identify how the applicant will coordinate activities with the State Library Agency. The narrative should be no longer than 10 pages, single spaced.

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### SPENDING PLAN

Provide a detailed spending plan that explains how the grant funds will be spent. In a budget table, identify each specific cost category in detail. In a budget narrative, explain all elements of the detailed budget, including justification for all proposed costs. Explain the role that each person listed in the project will play. As part of the travel funds requested from IMLS, include \$2000 per year for attendance at the annual grantee meeting.

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**PROOF OF  
NOT-FOR-  
PROFIT  
STATUS**

The applicant and any partners must submit proof of not-for-profit status which may be either:

- A copy of the IRS letter indicating the organization's eligibility for not-for-profit status under the applicable provisions of the Internal Revenue Code of 1954, as amended; or
- An official document identifying the organization as a unit of state or local government or other tax exempt multipurpose organization. If prepared specifically for this application, the certification must be on the parent organization's letterhead and certified by an official of the parent organization.

*Note: IMLS will not accept a letter of sales tax exemption as proof of nonprofit status.*

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**PROOF OF  
NATIVE  
HAWAIIAN  
STATUS &  
ELIGIBILITY**

Applicants should submit evidence that they meet the criteria for Native Hawaiian organizations as defined in section 9212 of the Native Hawaiian Education Act (20 U.S.C. 7912). Such an organization is one that serves the interests of Native Hawaiians; has Native Hawaiians in substantive and policymaking positions within the organization; and is recognized by the Governor of Hawaii for the purpose of planning, conducting, or administering programs (or portions of programs) for the benefit of Native Hawaiians. Proof of recognition by the Governor of Hawaii is an official letter or other document attesting to the organization's status and signed by the Governor of Hawaii.

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**SIGNED  
ASSURANCES  
FORM**

Complete this section last. To be considered for a grant, the official applicant's Authorizing Official must read the assurances and sign the accompanying certification statement.

The Authorizing Official may be the organization's chief executive officer or an executive member of the organization's governing body.

The application is not complete unless it has been signed by the Authorizing Official.

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**ATTACHMENTS**

Resumes or vitae of no more than two pages each for all key personnel must be included.

Applicants should also include as attachments any documents that specifically relate to the justification for the project activities. Information may include planning documents, needs assessments, or products or evaluations from previously completed or ongoing library service activities.

## Sending the Application to IMLS

Mail or hand-deliver applications to:

**Office of Library Services, Room 802  
Institute of Museum and Library Services  
1100 Pennsylvania Avenue NW  
Washington, DC 20506**

Within 15 days after deadline, IMLS will mail applicants an acknowledgment form with an application log number. If this form is not received, contact IMLS to make sure the application was received.

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**HAND  
DELIVERY**

IMLS accepts hand-delivered applications between 9:00 a.m. and 4:30 p.m. (Eastern Time) daily, except Saturday, Sunday and Federal holidays. IMLS will provide a dated receipt at the time of delivery.

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**MAIL  
DELIVERY**

Mailed applications must be postmarked no later than the application deadline:  
**May 1, 2000**

IMLS will accept a legible receipt stamped by the U.S. Postal Service or a legible dated shipping label, invoice or receipt from a commercial carrier. IMLS will not accept private metered postmarks or private mail receipts unless they contain a legible date stamped by the U. S. Postal Service. *IMLS may ask for proof of mailing if the postmark date on the package cannot be read.* IMLS recommends certified or registered mail, "return receipt requested," when using the U.S. Postal Service.

*Note: The U. S. Postal Service does not always postmark a package when it receives one. Ask to have the package dated, then verify that it is properly date stamped.*

**Applications that do not meet the postmark deadline will be rejected without review.**

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**APPLICATION  
FORM**



## Face Sheet

### 1. Applicant Organization

### 2. Applicant's Mailing Address

3. City	4. State	5. Zip Code
6. Name of Organization's Chief Executive	7. Business Phone of Chief Executive	
8. Name of Contact	9. Business Phone of Contact	
10. FAX Number of Contact (if applicable)	11. e-mail address of Contact (if applicable)	
12. Name of Sponsoring Organization/Parent Organization (if applicable)		

### 13. Institutional Profile

Use the space provided or attach a separate sheet to provide an organizational profile of no more than one page that identifies the organization's mission, service area and levels of service, placement within a parent organization (if applicable) and where within the organization the responsibility for the management of the proposed project activities would be assigned.

### 14. Identify which of the following activities will be supported with IMLS funds: (please circle all appropriate boxes)

- establishing or enhancing electronic linkages among or between libraries;
- electronically linking libraries with educational, social, or information services;
- assisting libraries in accessing information through electronic networks;
- encouraging libraries in different areas, and encouraging different types of libraries, to establish consortia and share resources;
- paying costs for libraries to acquire or share computer systems and telecommunications technologies; and
- targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line.

### 15. Grant Period (Starting Date)      /      /      —      /      /      (Ending Date)

## Application Checklist

Use the following checklist to make sure you have included all required materials and to let the reviewers know what you have included with your application.

- Face Sheet
- Narrative
- Spending Plan
- Proof of Not-for-Profit Status
- Proof of Native Hawaiian Status & Eligibility
- Assurances/Certification of Authorizing Official
- Attachments
  - Resumes of Key Personnel
  - Other (as appropriate) \_\_\_\_\_
- Original, plus six copies of the complete application form
- Two additional copies of the face sheet
- 3.5 inch disk copy of the face sheet and the narrative



## IMLS Assurances

*The IMLS is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, non-discrimination, and a drug-free workplace. Applicants requesting more than \$100,000 in grant funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" (Standard Form LLL). Some applicants will be required to certify that they will comply with other federal statutes that pertain to their particular situation. These requirements are incorporated in the assurances statement below. Review the Statement and sign the certificate at the end. If you receive a grant, you must comply with these requirements.*

### ASSURANCES STATEMENT

By signing the application form, the authorizing official, on behalf of the applicant, assures and certifies that, should a grant be awarded, the applicant will comply with the statutes outlined below and all related IMLS regulations. These assurances are given in connection with any and all financial assistance from the Institute of Museum and Library Services after the date this form is signed, but may include payments after this date for financial assistance approved prior to this date. These assurances shall obligate the applicant for the period during which the Federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears on the application form.

### I. CERTIFICATIONS REQUIRED OF ALL APPLICANTS

#### FINANCIAL, ADMINISTRATIVE, AND LEGAL ACCOUNTABILITY

The undersigned, on behalf of the applicant, certifies that the applicant has legal authority to apply for Federal assistance and the institution, managerial, and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.

#### FEDERAL DEBT STATUS

The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt.

#### DEBARMENT AND SUSPENSION

The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant, nor its principals:

- A. are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- B. have within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, or in connection with a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- C. are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and

- D. have within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

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**N O N -  
DISCRIMINATION**

The undersigned, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity receiving Federal financial assistance;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability in Federally-assisted programs;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance;
- (d) the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age in Federally-assisted programs;

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**DRUG - FREE  
WORKPLACE  
ACT OF  
1988**

- A. The undersigned, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by:
- (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition;
  - (b) establishing an ongoing drug-free awareness program to inform employees about:
    - 1. the dangers of drug abuse in the workplace;
    - 2. the grantee's policy of maintaining a drug-free workplace;
    - 3. any available drug counseling, rehabilitation, and employee assistance programs; and
    - 4. the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;
  - (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
    - 1. abide by the terms of the statement; and
    - 2. notify the employer in writing of his or her conviction for a violation of criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
  - (e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the federal agency has designated a

central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;

- (f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted:
  - 1. taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*); or
  - 2. requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law or other appropriate agency;
- (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

- B. The applicant shall either identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

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**LOBBYING  
ACTIVITIES  
(APPLIES  
TO  
APPLICANTS  
REQUESTING  
FUNDS IN  
EXCESS OF  
\$100,000)**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than appropriated federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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**GENERAL  
CERTIFICATION**

The undersigned, on behalf of the applicant, certifies that the applicant will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program.

**II. CERTIFICATIONS REQUIRED OF SOME APPLICANTS**

The following certifications are required if applicable to the project for which an application is being submitted. Applicants should be aware that additional federal certifications, not listed below, might apply to a particular project.

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**HISTORIC  
PROPERTIES**

The undersigned, on behalf of the applicant, certifies that the applicant will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470f), Executive Order (E.O.) 11593, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. § 469 *et seq.*).

*For further information on the certifications, contact IMLS at 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506*

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**CERTIFICATION  
OF  
AUTHORIZING  
OFFICIAL**

*(The applicant organization's authorizing official should sign the following certification **after** all other parts of the application form have been completed)*

I have examined this application and I hereby certify on behalf of the applicant organization that:

- 1) the information provided is true and correct; *and*
- 2) all requirements for a complete 2000 IMLS Native Hawaiian Library Services Program application have been fulfilled; *and*
- 3) the applicant is providing and will comply with the applicable certifications regarding federal debt status, debarment and suspension, non-discrimination, drug-free workplace, and lobbying activities, as set forth in the Assurances Statement above.

Should my organization receive a grant, the organization and I will comply with all requirements of the IMLS Grants Regulations (45 CFR 1180), all statutes outlined above, and all other applicable Federal statutes and regulations.

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 Signature of Authorizing Official

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 Date

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 Name and Title of Authorizing Official (Type or Print)

*INSTITUTE OF MUSEUM & LIBRARY SERVICES*  
*WASHINGTON, DC 20506*

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& Library Services  
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